WYBC 640 ON YOUR DIAL

The Yale Broadcasting Co.
Incorporated
PROGRAM DEPARTMENT

BOX 242A YALE STATION
NEW HAVEN, CONN.
Telephone 5-6284

Inter Office Memorandum

PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR (ADM.)
ASSISTANT PROGRAM DIRECTOR (OPNS)
NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT
SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

4/3/50

ALL PERSONNEL

During the Spring vacation considerable time was spent re-arranging and consolidating the Program Department files. It is imperative for accuracy and completeness that a copy of all scripts of any sort, be they outlines of special musical shows, questions of interviews, or dramatic scripts, etc, be filed with the Program Department.

Will the supervisors therefore include it in their duties to see that script copies are filed at the end of the broadcast day in the Program Director's box.

This does not include music sheets.

This is very easy to slip up on, and it is probable that no one will know the difference until someone, for some unknown reason, wants to find out what such-and-such program was doing from the --th of ----month until the --th of---- month. Then they wonder what the hell has been going on, and nobody can tell them. So, please, remember to file some sort of script with the Department whenever you have a scripted program.

Also, make sure that you date all notices posted on the bulletin board, and your scripts. This is very important.

Howie Eaton